

**MPD 3000.1
REVISION B**

**EFFECTIVE DATE: October 7, 2004
EXPIRATION DATE: October 7, 2009**

MARSHALL POLICY DIRECTIVE

HS01

MSFC FLEXIPLACE PROGRAM

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	A	2/24/00	History log added with this revision; previous history contained in Directives Manager's Reference File.
Revision	B	10/7/2004	Changes per HQ Rules Review Action. Changed font, changed all MPG references to MPR. Item 3. Authority revised to add current Public Law. Item 9 Records, NPG reference changed to current NPR 1441.1. Item 11. Cancellation revised to add MPD 3001. 1 dated February 24, 2000 as a cancelled document. Signature Block changed to show David A. King, Director. [Directives Manager updated document per MSFC Transformed organization structure.]

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1. PURPOSE

This Marshall Policy Directive (MPD) sets forth required policy for implementation of a Marshall Space Flight Center (MSFC) Flexiplace Program.

2. APPLICABILITY

This Directive applies to all MSFC employees and positions that meet eligibility requirements as outlined in MPR 3000.1.

3. AUTHORITY

- a. Section 359 of Public Law. No. 106-346, October 23, 2000
- b. NASA Personnel Bulletin 96-21-JL, dated April 11, 1996
- c. NASA Telecommuting Initiative Action Plan, dated January 1996

4. APPLICABLE DOCUMENTS

MPR 3000.1, "MSFC Flexiplace Program"

5. REFERENCES

None

6. DEFINITIONS

Flexiplace is the abbreviated name for the Federal Flexible Workplace Program. This program provides employees the opportunity to work all or part of the workweek at an alternative location away from the main worksite. The alternative worksite is the employee's home or a community-based telecenter.

7. POLICY

Participation in the Flexiplace Program shall be voluntary. Any occupation/job involving portable work shall be considered for inclusion in the Flexiplace Program. Some positions, e.g., clerical, supervisory, technician, and trainee are not suitable for long-term Flexiplace assignments. Management shall decide whether the employee and the position meet the criteria and consider any additional cost to the Center. Employees participating in the program shall withdraw or be terminated from the program upon sufficient notice to ensure management and employees adequate time to plan for reverting back to a regular work environment and schedule. Reasons for withdrawing/termination may include: no longer able to fulfill the agreement, no longer benefits the organization or employee, transfers to a different position, or loss of interest

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in the program. Management shall alter, with advanced notification, the employee's work schedule or location to accommodate peak workload demands or other official purposes. The Flexiplace Application and Agreement and MSFC Flexiplace Safety Awareness forms shall be required for all participants. Participants and their supervisor shall attend an orientation session with the program coordinator prior to beginning initial participation.

8. RESPONSIBILITIES

- a. The Director, Office of Human Capital, shall be responsible for administering, monitoring, and making necessary modifications to the Flexiplace Program.
- b. The Program Coordinator shall:
 - (1) Provide program orientation,
 - (2) Maintain original copies of the MSFC Flexiplace Application A and Agreement A (MSFC 4292) and MSFC Flexiplace Safety Awareness (MSFC 4292-1) forms, and
 - (3) Prepare and maintain program status reports.
- c. Supervisors and employees shall adhere to the requirements of this policy and the procedural requirements of MPR 3000.1.

9. RECORDS

The MSFC Flexiplace Application and Agreement and MSFC Flexiplace Safety Awareness forms shall be maintained by the Employee and Human Services Office and destroyed upon completion of the Flexiplace assignment in accordance with NPR 1441.1, Schedule 3/60/A.

10. MEASUREMENT

None

11. CANCELLATION

MPD 3000.1A dated February 24, 2000

Original signed by
Robin N. Henderson for

David A. King
Director